Job Vacancy
Transport Co-Ordinator

Location: East Harling, Norfolk
Hours of Work: 45 hours per week
Salary: Competitive + Bonus Scheme

Crendon
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The Role

An exciting opportunity has arisen for a proactive Transport Co-Ordinator to join the team in East Harling.

Role Responsibility

Your responsibilities will include:

- Develop and implement transport schedules and routes to optimise efficiency and customer satisfaction.
- Co-ordinate logistics for the transportation of goods which include complex loads.
- Oversee the maintenance, repair of delivery vehicles to ensure roadworthiness.
- Conduct regular vehicle inspections and audits to maintain safety standards.
- Ensure adherence to government regulations and company policies regarding transportation.
- Implement and monitor safety protocols for drivers and vehicles.
- Monitor transportation costs and negotiate contracts with vendors or service providers.
- Identify opportunities for cost savings and operational improvements.
- Train, supervise and evaluate driver performance and conduct.
- Address and resolve any transportation related issues, including delays, accidents, or complaints.
- Maintain accurate records of transportation activities, costs and performance metrics.
- Prepare and present reports on transportation operations to management.

Skills Required

- Confident IT user (MS Office).
- Excellent communication skills – good telephone manner.
- Ability to lead and work well within a team.
- Demonstrated enthusiasm for Health & Safety practices.
- HGV/Transport knowledge preferred.
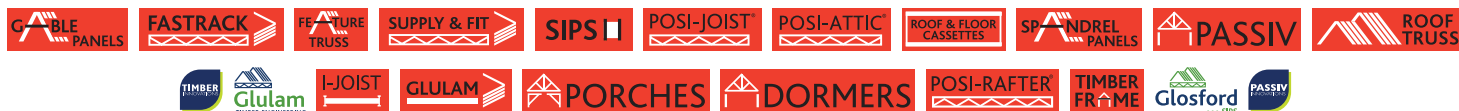- Ability to adapt to changing plans and effective decision making.

What do we offer?

We work hard to continuously improve our reward package, taking into consideration the view of every single employee to make sure we remain an industry leader. Some of the highlights of the fantastic benefits and rewards you can expect include:

- Bonus scheme
- Retail discounts
- Employee referral scheme

Applications

Please send your CV alongside a cover letter to: **jo.dawson@crendon.co.uk**

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